APPEAL FORM

To appeal your suspension of financial aid, you must submit proof of a reasonable circumstance, beyond your control, which interfered with the successful completion of your courses or program.

EXAMPLE: Employment is not an acceptable reason. However, a sudden change in schedule or work hours documented by a supervisor would be acceptable.

EXAMPLE: Pregnancy is not an acceptable reason. However, a pregnancy with complications documented by a doctor would be acceptable.

EXAMPLE: Death of an immediate family member (mother, father, brother, sister, grandparent).

PROCEDURE:

Type or clearly print a letter to the Financial Aid Committee explaining why you are not meeting the standards. Please use the reverse side of this form following the format below. Decisions are based on the documentation you provide and prior academic progress (if applicable). You will be notified in writing of the committees’ decision.

A) The main body of your letter should contain the reason(s) or extenuating circumstances which resulted in your failure to maintain the Financial Aid Standards of Progress. Please include relevant dates, names, and relationships, if applicable. You must include why you failed to meet Satisfactory Academic Progress (SAP) and what changed that will allow you to meet (SAP) during your next enrollment period.

B) Sign your name and date at the bottom of the letter. Be sure your student ID or social security number, telephone number and FULL address is in the letter.

Some students are terminated from receiving financial aid because they have exceeded the maximum number of credit hours allowed to complete their academic programs. If you are on financial aid suspension for exceeding the maximum timeframe of your program:

A) Please indicate the extenuating circumstances that interfered with successful completion of your program within a reasonable timeframe. You must include why you failed to meet Satisfactory Academic Progress (SAP) and what changed that will allow you to meet (SAP) during your next enrollment period.

B) Please indicate your anticipated program completion date.
Financial Aid will not be granted until decisions are finalized.